

United States Department of Agriculture



Natural Resources Conservation Service
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April 3, 2007

NEW MEXICO BULLETIN NO. 250-7-2

SUBJECT: FNM – USE OF GOVERNMENT TRAVEL CARD

TO: All Employees

Purpose. To remind employees to use the Government travel card when in travel status.

Expiration. September 30, 2007.

A recent travel voucher audit found New Mexico employees using personal credit cards to pay for lodging expenses while in official government travel status. This is in violation of the Travel and Transportation Reform Act of 1998 which requires the mandatory use of the Government Travel Charge Card by employees who meet NRCS requirements for issuance of the Government Travel Charge Card.

Effective immediately, employees that possess Government travel cards are to refrain from using personal credit cards to pay for lodging and subsistence while in official travel status.

For more information regarding the Government Travel Charge Card Program, please review the attached NRCS National Bulletin. If you have any questions, contact Norm Harris, Financial Officer, at 505-761-4414 or via email at norm.harris@nm.usda.gov.

/s/

DENNIS L. ALEXANDER
State Conservationist

Enclosure

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